

Overview of Supplier Diversity & Inclusion



Supplier Diversity & Inclusion Program

The Commonwealth's Supplier Diversity Program (SDP) promotes business-to-business relationships between awarded Contractors and diverse businesses and non-profit organizations (SDP Partners) certified or recognized by the Supplier Diversity Office (SDO). The MBTA seeks Proposals that incorporate participation by SDP Partners in as many aspects of the services as possible.

Section five of the RFP provides bidders with detailed information and resources relating to:

- Program background
- Financial Commitment Requirements
- Eligible SDP Partner Certification Categories
- Eligible Types of Business-to-Business Relationships
- Program Flexibility
- SDP Spending Reports and Compliance

Key Contract Requirements

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- **Bidders** must propose a % of their contract sales to be spent with certified diverse companies (SDP Partners).
- **Contractors** must report spending with SDP Partner(s) for the duration of the contract.
- **SDP Partners** utilized by Contractors must be listed in one of the two directories identified in this presentation.



The SDP requirements apply even if company:

- Does not have SDP Partners at the moment.



Recognized Third-Party Certifying Organizations

| Certifying Organizations | Certification Category |
|--|------------------------|
| Greater New England Minority Supplier Development Council (GNEMSDC) | MBE |
| Center for Women & Enterprise (CWE) (New England – WBENC) | WBE |
| City of Boston | MBE/WBE |
| VetBiz/U.S. Department of Veterans Affairs | VOSB/SDVOSB |
| NGLCC – National LGBT Chamber of Commerce | LGBTBE |
| Disability: IN (formerly the US Business Leadership Network – USBLN) | DOBE and SDVOBE |

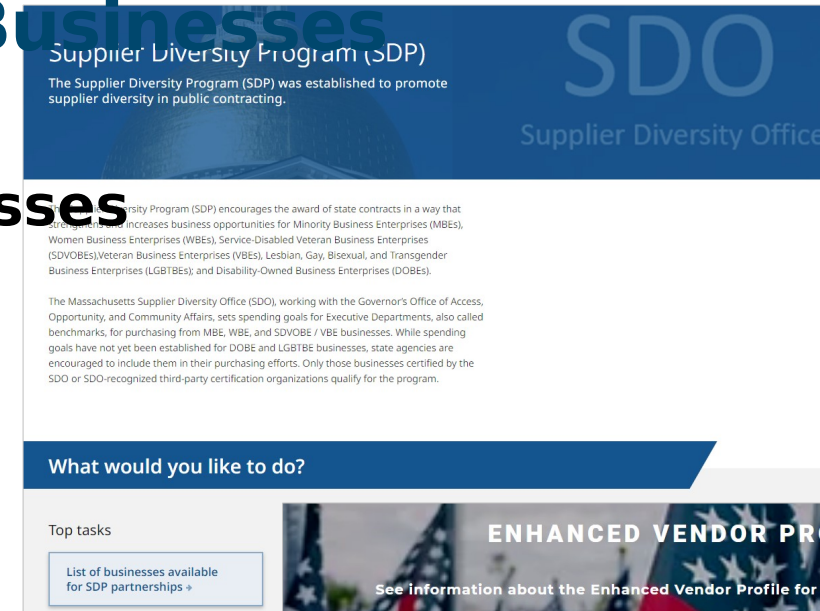
Finding Partners

Online Directories of Certified Businesses



1 The SDO Directory of Certified Businesses

- More than 3,700 certified businesses
- MBE, WBE, VBE, SDVOBE, DOBE, LGBTBE
- www.mass.gov/sdp



2 The U.S. Veterans Administration Vendor Information Pages (VIP)

- More than 14,000 certified businesses
- VOSB, SDVOSB
- <https://vetbiz.va.gov/basic-search/>

A screenshot of the "Enhanced Vendor Profile" page for VA Contracting Officers. The page has a header with the text "ENHANCED VENDOR PROFILE" and "See information about the Enhanced Vendor Profile for VA Contracting Officers". Below this is a button labeled "Enhanced Vendor Profile". The main section is titled "FIND VETERAN OWNED BUSINESSES" and contains a search form with various fields: "Search by VOSB or SDVOSB?", "Business Name", "Doing Business As", "DUNS", "PSC", "NAICS", "Keywords - Separate keywords with blank spaces", "FSC", "Web Address", "Cage Code", "Green NAICS", "Purchase Card", and "All".

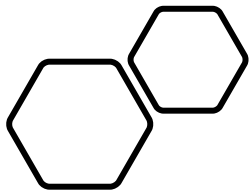
Finding Eligible Certified Partners



- 1 Find **current** suppliers that are **certified****
Review the lists of eligible SDP partners from the SDO and VetBiz directories and compare your current suppliers to those lists.
- 2 Find **current** suppliers that **may be certified****
Survey your suppliers to find diverse companies that are not certified or are certified by an organization other than the Massachusetts SDO. Connect them with the SDO (sdp@mass.gov) and encourage them to get certified.
- 3 Identify **subcontracting needs** that may be met **by a new diverse business partner****
On an ongoing basis, closely monitor incoming state orders and projects for the potential to hire diverse businesses as subcontractors.
- 4 Identify **general business needs** that may be met **by a new diverse business partner****
On an ongoing basis, review your company's business needs, including one-time purchases, to find areas where you may include new diverse suppliers.



Online Certification
Self-Assessment Tool:
<https://www.mass.gov/forms/take-the-certification-self-assessment>



Training Resources



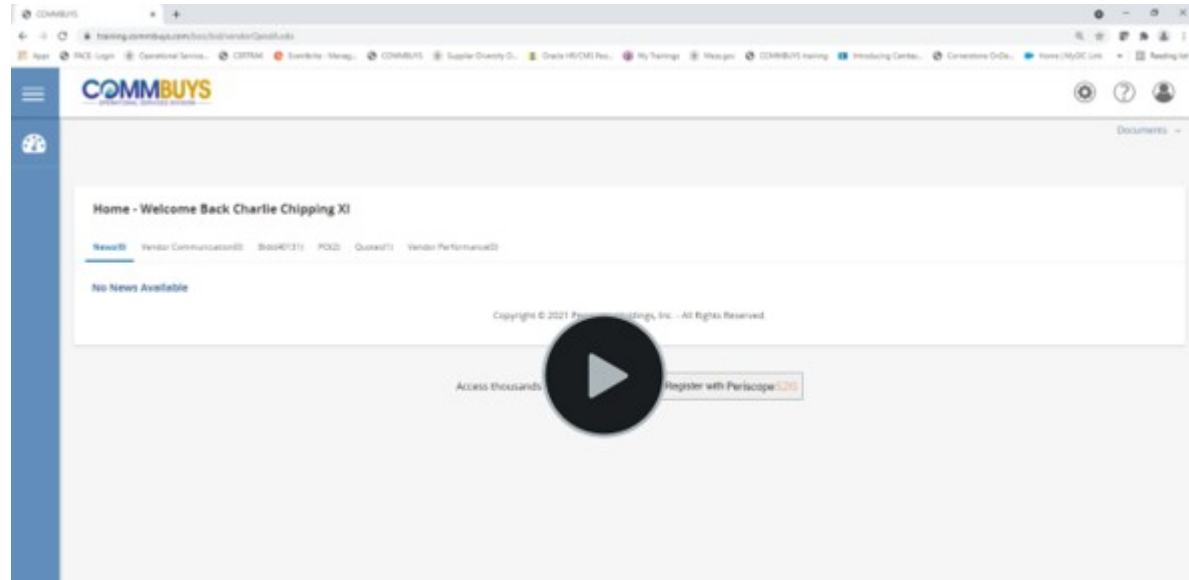
COMMBUYS Q&A

COMMBUYS Q&A is a tool to manage dialogue between buyers and bidders.

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Please watch this short video that demonstrates how to use the tool to ask questions about the bid.

[Link to the video](#)



View



Pre-recorded Webcast

How to Locate and Respond to Bid Solicitations in COMMBUYS

[Link to the recording.](#)

Participate



Link to the
[Vendor Training Schedule;](#)

Read



Job Aids

[How to Create a Quote in COMMBUYS](#)
[Using the Q&A Tab within a COMMBUYS Bid](#)
[How to Withdraw, Reopen, and Resubmit a Quote](#)
[Basic COMMBUYS Navigation and Searching for the Seller Role](#)



Important steps to follow for bid submission

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Acknowledge the Bid

Bidders are encouraged to *Acknowledge* the bid to be notified of any updates/amendments to the bid, including changes to the bid opening date/due date.

To receive these updates:

- Login to COMMBUYS
- Navigate to the bid using the *Advanced Search*
- Select "Yes" on the *Acknowledge Receipt and View Solicitation* window.

You must be registered in COMMBUYS to take this action.

Plan to Submit Your Response

- All responses must be submitted in COMMBUYS by the Bid Opening Date and Time; **late responses may not be accepted.**
- It is imperative that bidders allow sufficient time to submit their quote, and bidders are advised – at a minimum – to begin well in advance of the Bid Opening Date and at a time when OSD Help Desk staff are available for questions.

Questions?

OSD Help Desk

Monday - Friday, 8:00 a.m. - 5:00 p.m.

888-MA-State (627-8283)

OSDHelpDesk@mass.gov

